

REQUEST FOR PROPOSALS

TITLE: North Carolina Comprehensive Statewide Rail Plan
USING AGENCY: North Carolina Department of Transportation
Rail Division
ISSUE DATE: November 1, 2012
SUBMITTAL DEADLINE: November 30, 2012
ISSUING AGENCY: North Carolina Department of Transportation,
Technical Services Division – Professional Services Management Unit

This Request for Proposals (RFP) is to solicit responses from qualified firms to provide professional consulting services to develop a comprehensive statewide rail plan for North Carolina. Qualifications will be determined based on information provided in the RFP.

The Department requests services be performed by a multi-disciplinary team that is composed of firms that are prequalified with the Department in 1) studies of economic and fiscal impact of rail related activities, 2) demand modeling, ridership, revenue, operating cost for commuter and intercity passenger rail operations, 3) train performance and rail line capacity analysis, and 4) viability analysis and support work for rail related projects. The study shall be lead by a transportation planner with rail planning and rail project management experience who has led similar complex and comprehensive study efforts.

RFP's should be submitted in .pdf format using software such as Adobe, CutePDF, PDF Writer, DocuDesk, deskPDF, etc.

One copy of the RFP should be sent as a .pdf file: psmu-411@ncdot.gov . The FTS system will send you an electronic receipt when your RFP is downloaded to PSMU's server. Paper copies are not required. The subject line should contain the Firm's Name, and "RFP for NC Long-Range Statewide Rail Plan."

If an interested firm does not have an FTS account they should send a request through e-mail to psmu-411@ncdot.gov . A response will be sent via the FTS system that will provide a login username, password, and login procedures.

RFP's SHALL be received electronically **no later than 12:00 P.M., November 30, 2012.**

SCOPE OF WORK

The Rail Division at the North Carolina Department of Transportation (NCDOT) is soliciting proposals for the services of a consultant team to develop a comprehensive statewide long-range rail plan for North Carolina.

Purpose and Intent

The North Carolina Comprehensive Statewide Rail Plan (Plan) will guide NCDOT in developing and implementing policies, programs, and projects that support effective and efficient freight and passenger rail services in the next 25 years. The Plan will comply with the federal Passenger Rail Investment and Improvement Act of 2008 (Public Law 110-432) and developed according to the of the Federal Railroad Administration's State Rail Plan Guidance for standardized format and data requirements, as per Section 303 of PRRIA and the Moving Ahead for Progress in the 21st Century Act (MAP-21) (Public Law 112-141), Section 1118, which directs the US Secretary of Transportation to encourage each State to develop a comprehensive State Freight Plan that outlines immediate and long-range plans for freight-related transportation investments.

The Plan will be developed through broad-based public outreach and involvement taking place over an 18-month period. NCDOT and its selected contractor shall develop the Plan in collaboration with several partner state agencies and non-governmental entities who have committed specialized expertise and resources to the process.

Plan Context

The Plan is to be developed considering the content of the following policies, plans and studies:

- NCDOT Mission Statement
- NCDOT's 2040 Plan
- NCDOT's Policy to Projects
- Statewide Logistics Plan
- 7 Portals Study
- NC Maritime Study
- FRA Technical Monograph: Transportation Planning for the Richmond–Charlotte Railroad Corridor
- Southeast High Speed Tier I Final Environmental Impact Statement and the Tier II EIS, now underway.

As the Plan is developed, recommendations may be appropriate to augment or modify recommendations that are included in these plans. A summary of these recommendations and associated rationale are to be included.

Key Elements of The Plan will include:

The content, format and data requirements of the Plan will comply with the federal Passenger Rail Investment and Improvement Act of 2008 (Public Law 110-432) and developed according to the of the Federal Railroad Administration's State Rail Plan Guidance for standardized format and data requirements, as per Section 303 of PRRIA and the Moving Ahead for Progress in the 21st Century Act (MAP-21) (Public Law 112-141), Section 1118, immediate and long-range plans for freight-related transportation investments and any regulatory act related to these laws promulgated by the FRA.

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The Plan should include the following elements:

1. **Vision Statement.** The vision statement should be founded on research and projections about the economics and characteristics of the state that will shape future freight and passenger rail needs.
2. **Current Situation.** An assessment of the current state of rail in North Carolina —both public and private – will be developed. This shall address the issues listed below:
 - a. Assessment of regional and state economy and census data as a drivers of freight and passenger needs
 - b. Competitive pricing
 - c. Access to rail lines
 - d. Intermodal connections and adjacent land development
 - e. Military facility access and linkage
 - f. Interconnectivity between ports (marine, air, and inland ports)
 - g. Connectivity between light and local rail
 - h. System safety issues, including highway/rail at-grade crossings
 - i. Pricing and revenue generation
 - j. Rail speeds -- higher (90/110 mph) and high speed rail (> 125 mph)
3. **Assessment.** A projection of the state's future rail needs shall be developed and shall address the key issues above. Level of service measures shall be developed for types of rail service and a gap assessment will be conducted and serve as the foundation for the Plan.
4. **Plan.** The Plan shall consist of a fact based and consensus-built plan among key stakeholders for freight and passenger rail infrastructure and service to meet future needs across NC. The Plan shall include implementation strategies, specific courses of action and recommendations that NCDOT and others can carry out to achieve the vision, goals and strategies. Funding requirements and potential, creative and recommended funding sources to carry out plan implementation will also be addressed, as well as recommendations for strategic project prioritization criteria.
5. **Implementation and Monitoring.** An implementation and monitoring system shall be established which will include a recommendation for specific performance metrics that will gauge progress for accomplishing the Plan, as well as a recommendation on the frequency and process for subsequent plan updates.

Guidance

A vision, goals, and action strategies for freight and passenger rail in North Carolina will be developed as part of the plan. This will be used to guide NCDOT and its partners in the prioritization, planning, funding and maintenance of North Carolina's rail system in the future.

Benefits Research

The Plan will summarize and quantify the benefits of implementation of proposed plan. This includes, but is not limited to:

- Goods and passenger mobility choice
- Maintenance of the current rail infrastructure
 - Compliment for state highway system capacity associated with a potential decrease rate of deterioration of existing roadway infrastructure
- Regionalized approach to project prioritization
- Better integration of important economic development goals, including those associated with (1) the state's ports, military, and other logistics and (2) strengthening of global market competitiveness, including the minimization of the loss of revenue and jobs to neighboring states
- Positioning for Federal funding and public-private partnerships, which includes maintaining the state's eligibility of federal funding
- Potential to increase interest in intermodal facilities planning, funding, construction and operation/maintenance

- Accessibility including the benefits of people and business being able to access different parts of the state or activity centers.

Best Practices Application

The Plan shall identify best practices, including programs, projects, initiatives, policies, and laws of other rail service providers. A primary outcome of this effort will be to incorporate into the Plan, researched work and best practices from other states that are appropriate and applicable to North Carolina.

Policy Framework

A comprehensive inventory and summary of existing federal and state laws, agency and organization policies, and other initiatives that apply to passenger and rail infrastructure and services within the State of North Carolina shall be conducted. This should include recommendations related to laws, policies, and other initiatives that could enhance passenger and freight rail service within the State.

Stakeholder Engagement

The Plan will be prepared through a comprehensive outreach program, which will be a major component of the plan development. In addition, meetings will be held with various internal and external stakeholder groups to identify opportunities for project and program collaboration, including joint-funding. Stakeholders include, but are not limited to:

Railroads & Advocacy

- Owners/operators (CSX, Norfolk Southern, NCR, Amtrak, Short Lines)
- Railway Association of NC
- NC Public Transit Association
- States for Passenger Rail Coalition

Economic Development

- Business, Industry and Shippers
- Economic Development - Local and Regional
- Rail and port interests in surrounding states
- NC Department of Commerce

Governmental

- NC General Assembly
- MPOs and RPOs
- Federal Railroad Administration
- Other adjoining state DOTs
- NCDOT Modal Divisions (Public Transportation Division, Division of Highways, Division of Aviation, and Division of Bicycles and Pedestrians)

Process for Plan Development

The preparation and revision process for the Plan shall be made in accordance with the Federal Railroad Administration's State Rail Plan Guidance for standardized format and data requirements, as per Section 303 of PRRIA. The development of the Plan is to be coordinated with the Federal Railroad Administration.

Timeframe

A draft of all Plan components shall be completed by February 1, 2014. A presentation to NCDOT Multi-Modal Committee detailing the draft plan will be required by **March 5, 2014**. The aim is for the plan to be finalized by June 1, 2014 and adopted by the Board of Transportation by July 1, 2014.

Deliverables

The primary deliverable is a Final Report, to be compliant with Federal Railroad Administration guidance. The Report shall be provided to in digital (Word and PDF) format and hard copy (10 copies):

- Vision
- Summary current and future conditions
- Need Assessment
- Recommendations
- Benefits summary (financial impact statewide and eastern US)
- Maps with passenger and freight rail routes and related facilities, linkages to other transportation elements such as ports, major transit intermodal connectors, and major activity centers.

All digital files of all mapping, correspondence, work papers, databases and documentation acquired or created as part of plan development shall be provided to NCDOT.

SUBMITTAL REQUIREMENTS

All RFP's are limited to thirty (30) pages (RS-2 forms and resumes are not included in the page count) inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single spaced, one sided. ONLY ELECTRONIC RFP's WILL BE ACCEPTED. RFP's containing more than thirty (30) pages will not be considered.

Questions may submitted electronically only, to the contact below. Responses will be issued in the form of an addendum available to all interested parties. Interested parties should also send a request, by email only, to Scott Blevins at sblevins@ncdot.gov to be placed on a public correspondence list to ensure future updates regarding the RFP or other project information can be conveyed. **Questions must be submitted to the Mr. Blevins no later than 12:00 p.m. on November 13, 2012.** The last addendum will be issued no later than November 16, 2012.

SELECTION CRITERIA

In selecting a firm/team, the selection committee will take into consideration qualification information including such factors as:

1. Specialized or appropriate expertise in the type of project. 30%
2. Adequate staff and proposed team for the project. 30%
3. Proposed approach for the project. 30%
4. Ability to meet the proposed schedule 10%

SELECTION PROCESS

Following is a general description of the selection process:

The NCDOT Selection Committee will review all qualifying RFP submittals.

The Selection Committee will shortlist a minimum of 3 firms to be interviewed. Shortlisted firms will be notified by **December 11, 2012**. Interviews with the shortlisted firms will be held the **December 18, 2012**. In order to be considered for selection, consultants must submit a complete response to this RFP prior to specified deadlines. Failure to submit all information in a timely manner will result in disqualification.

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers (if applicable) in the State of North Carolina and must

have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.00. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS 2. RS-2 forms may be accessed on the website at <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

The SPSF must be qualified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the Department's homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract

SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

The RFP must include the information outlined below:

Chapter 1 - Introduction

The Introduction should demonstrate the consultant's overall qualifications to fulfill the requirements of the scope of work.

Chapter 2 - Team Qualifications

This chapter should elaborate on the general information presented in the introduction to establish the credentials and experience of the consultant to undertake this type of effort. The following must be included:

1. Identify similar projects the firm, acting as the prime contractor, has conducted which demonstrates its ability to conduct and manage the project. Provide a synopsis of each project and include the date completed, and contact person.
2. If subconsultants are involved, provide corresponding information describing their qualifications as requested in paragraph 1 above.

Chapter 3 - Team Experience

This chapter must provide the professional credentials and experience of the persons assigned to the project. Although standard personnel resumes may be included, identify pertinent team experience to be applied to this project.

Specifically, the Division is interested in the experience, expertise, and total quality of the consultant's proposed team. If principals of the firm will not be actively involved in the study, do not list them. The submittal shall clearly indicate the Consultant's Project Manager, other key Team Members and his/her qualifications for the proposed work. Also, include the team's organization chart for the Plan.

Chapter 4 - Technical Approach

The consultant shall provide information on its approach to accomplish this project. Including their envisioned scope for the work with innovative ideas, and a schedule to achieve the dates outlined in this RFP

Chapter 5 - References

The consultant must provide a minimum of four references which the Division may contact regarding qualifications and past performance. All four must have had experience with projects for which members of the proposed study team have participated, including the designated project manager. The following must be included for each reference:

- A. Name of Organization and Contact
- B. Title of Contact
- C. Address (delivery and email)
- D. Telephone Numbers
- E. Title of Project and Date Completed
- F. Project Team Participants

APPENDICES-

CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest. This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08), and;
- ANY/ALL subconsultant firms (Subconsultant Form RS-2 Rev 1/15/08) to be or anticipated to be utilized by your firm.

Complete and sign each Form RS-2 (instructions are listed on the form).

In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form.

The required forms are available at: <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>

All submissions, correspondence, and questions concerning this RFP should be directed to Mr. Scott D. Blevins, P.E. He can be reached by email at sblevins@ncdot.gov.

NOTE: To adhere to the Timeframe, a Notice to Proceed is expected to be issued shortly after a team is selected. All teams submitting RFPs should make sure that their rates and overheads are current and have been audited by the Department of Transportation.

SUBMISSION SCHEDULE AND KEY DATES

RFP Release – November 1, 2012

Deadline for Questions - November 13, 2012

Issue Final Addendum - November 16, 2012

Deadline to RFP Submission - November 30, 2012

Shortlist Announced - December 11, 2012

Advertised November 1, 2012

Interviews - December 18, 2012

Firm Selection and Notification - December 20, 2012

Notice to Proceed - January 31, 2013